

**Cayuga County Industrial Development Agency Meeting
2 State St., 1st Floor Conference Room
September 16, 2014 at 4 p.m.**

Paul Lattimore called the meeting to order at 4:04 p.m., noting that a quorum was present.

ROLL CALL:

Present: Paul Lattimore, Gina Speno, Herb Marshall, Joe Runkle, John Latanyshyn, Carol Contiguglia.

Excused: Ray Lockwood

Others Present: Andrew Fish, Executive Director, Tracy Verrier, CEDA; Michelle Prego-Milewski, CSS; Rick Galbato, Galbato Law Firm; Christian Brunelle, Sonbyrne Sales, Inc.; Fran Hardy, Northeast Regional Council of Carpenters.

APPROVAL OF MINUTES

Motion by Mr. Lattimore to approve the August 19, 2014 meeting minutes, seconded by Mr. Latanyshyn. All members voted in favor.

NEW BUSINESS

RESOLUTION OF THE CAYUGA COUNTY INDUSTRIAL DEVELOPMENT AGENCY (i) ACCEPTING THE APPLICATION OF SONBYRNE SALES, INC. (THE "COMPANY") WITH RESPECT TO A CERTAIN PROJECT (AS MORE FULLY DEFINED BELOW); (ii) AUTHORIZING THE UNDERTAKING OF THE PROJECT AND APPOINTING THE COMPANY AS ITS AGENT TO UNDERTAKE SAME; (iii) AUTHORIZING THE PROVISION OF FINANCIAL ASSISTANCE (AS MORE FULLY DEFINED BELOW) TO THE COMPANY; (iv) ADOPTING A NEGATIVE DECLARATION RELATING TO THE PROJECT PURSUANT TO THE STATE ENVIRONMENTAL QUALITY REVIEW ACT; AND (vi) AUTHORIZING THE NEGOTIATION, EXECUTION AND DELIVERY OF A LEASE AGREEMENT, LEASEBACK AGREEMENT AND RELATED DOCUMENTS.

New business was moved up on the agenda to review the small project application for Sonbyrne Sales, Inc. The project will provide not more than \$32,000 in Sales and Use tax abatement and approximately \$12,110 in Mortgage Recoding tax exemption. Mr. Brunelle explained that he was looking for a new space to expand, and discovered the Owasco Beverage property and an adjacent property to accommodate for future growth. He explained that Sonbyrne is the retail division of the Byrne Dairy, and that Sonbyrne currently supplies 53 existing stores.

Motion to approve resolution by Mr. Latanyshyn, seconded by Mr. Lattimore. The resolution passed with the following roll call vote:

Raymond Lockwood Absent
Carol Contiguglia Yes

John Latanyshyn	Yes
Paul Lattimore	Yes
Herb Marshall	Yes
Joseph Runkle	Yes
Gina Speno	Yes

Treasurer's Report

- a.) The August 2014 Treasurer's Report was submitted and reviewed by the Board. Ms. Verrier noted that small project fees have been received and two previous bank fees have been refunded. Motion by Mr. Latanyshyn to approve the August 2014 budget report, seconded by Mr. Runkle. All members voted in favor.
- b.) Ms. Verrier discussed the 2015 draft budget with the board. The board had questions regarding the possibilities of future projects, meetings/conventions that the board would like to attend, and legal fees. Ms. Verrier will draft two version of a final budget, a balanced budget and a conservative budget, for the October meeting for final approval.

GOVERNANCE COMMITTEE REPORT

The Governance Committee reported on its meeting held just prior to the regular meeting. They reviewed the Committee Charter as well as the Whistleblower, Code of Ethics, and Compensation, Reimbursement and Attendance policies. The committee had a few minor changes to the Charter, and will leave the Code of Ethics as is. The Whistleblower Policy will appoint the Chair as the first point of contact instead of the Executive Director, and the Vice Chair the point of contact in the case of an issue regarding the Chair. Ms. Verrier will also draft a policy for pre-approval of reimbursements. The Committee also recommended that the board take part in ABO Governance Training so as to stay current with best practices. The Board will do annual self-evaluation surveys at the end of the October meeting. The Governance Committee will meet again prior to the November regular meeting.

WEBSITE DISCUSSION

Ms. Verrier submitted options to the board to fix ongoing issues with the CCIDA website. She presented the board with several choices of different price levels and options, including leaving the site as is, transferring the existing site to a new host, and having Coburn Design redesign the site free of charge and host it in house. The committee was interested in having the site redesigned as long as there was not a multi-year commitment.

Motion to approve allowing Coburn Design to redesign the website by Mr. Runkle, seconded by Ms. Contiguglia. All members voted in favor.

OTHER BUSINESS TO COME BEFORE THE BOARD

Mr. Fish updated the board on the CEDA Strategic Plan. He discussed the format: Strategic Framework, Strategy Overview, Smart Goals for the next three years. Mr. Fish informed the board that the Wrap-Up Session for the Strategic Plan is Tuesday September 30th.

EXECUTIVE SESSION

A motion was made by Mr. Latanyshyn at 5:07 p.m. to move into executive session for discussions regarding proposed, pending or current litigation, seconded by Mr. Lattimore. All present voted in favor.

A motion was made by Ms. Contiguglia at 5:20 p.m. to come out of executive session, seconded by Mr. Lattimore. All present voted in favor.

ADJOURNMENT

Mr. Latanyshyn made the motion for adjournment at 5:21 p.m., seconded by Mr. Marshall. All members voted in favor.

Respectfully submitted,
Michelle Prego-Milewski
Acting Secretary